

Central Enrollment Information

UNCLASSIFIED COURSES

Who May Enroll	<ul style="list-style-type: none"> Active duty and reserve members of the U.S. Navy Active duty and reserve members of the U.S. Marines and U.S. Coast Guard (Internet enrollments not available at this time) Retired members of the U.S. Navy, U.S. Marines, U.S. Coast Guard and DON Civilians (Internet enrollments not available at this time) Navy Junior Reserve Officer Training Candidates (NJROTC) (Internet enrollments not available at this time) Naval Sea Cadets (Internet enrollments not available at this time) 	
How to Enroll In Unclassified Courses	• Internet:	http://courses.cnet.navy.mil (preferred)
	• E-mail:	mailto:fleetservices@cnet.navy.mil
	• FAX:	Commercial: (850) 452-1370 DSN: 922-1370 DO NOT FAX ANSWER SHEETS
	• Telephone: (0700-1500 CST)	Toll Free: 877-264-8583 Commercial: 850-452-1181, 1511, or 1859 DSN: 922-1181, 1511, or 1859
	• Mail:	Send enrollment form (found on following page) NETPDTC 1500/29 (Rev. 10/00) to: COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000
Minimum Information Required for Enrollment	<ul style="list-style-type: none"> Course NAVEDTRA No. First and Last Name Social Security Number Rank/Rate 	<ul style="list-style-type: none"> Branch of Service Status (Active/Inactive/IRR/Ret/Civ) Mailing Address Phone No. and/or e-mail Address

CLASSIFIED COURSES*

Who May Enroll	<ul style="list-style-type: none"> Active duty and selected reserve members of the U.S. Navy, and U.S. Marines 	
How to Enroll In Classified Courses *Note: These procedures are also used to enroll members in NRTCs that carry Distribution Statement B and higher	1. Internet: ESOs, Command Career Counselors (and others designated by each command) may use the Command Representative function on our www.courses.cnet.navy.mil Web site to enroll members, OR 1. Naval message: Address message to NETPDTC N331 OR 2. Letter on command letterhead signed by Commanding Officer or "By Direction" authority. Address letter to: COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000	
	NOTE: A single message or letter may request classified* courses for more than one student. NOTE: Commands must indicate that they have a secure storage area and that the naval member enrolling in the course has the appropriate security clearance and the need-to-know for access to the classified material.	

General Information About Enrollment at NETPDTC	
Minimum Information Required For Letter or Message Enrollments in Classified NRTCs	<ul style="list-style-type: none"> • Unit Identification Code (UIC) • Command mailing address • Point of contact at command (such as ESO) • Name and phone number/e-mail of POC • Name, rank, status, and SSN (no dashes) of student for which the course is being requested • Course number (NAVEDTRA No.)
Course Materials	<ul style="list-style-type: none"> • You will receive printed copies of NETPDTC courses only if you enroll in courses at NETPDTC. If you want a printed copy of a course but do not want to enroll, you may download courses in portable document file (PDF) format from: http://www.advancement.cnet.navy.mil • If you already have copies of a course and only want your course assignments graded for credit, you must still enroll in that course with NETPDTC. In this case, when enrolling, select the "Enroll Only" option.
Number of Courses	You may enroll in no more than four courses at one time.
Course Completion Time Limits	All courses must be completed within 12 months from the date of enrollment. The 12-month period <u>includes</u> the time required to resubmit and grade any failed assignments.
Assignment Answer Sheets Do NOT Fax Answer Sheets	<p>If you are unable to get on the Internet to grade your assignments, you may use the "scannable" answer sheets (NAVEDTRA 1510/4 (03-94) included in your enrollment package. This is the only answer sheet that is accepted by NETPDTC.</p> <ul style="list-style-type: none"> • All courses include one answer sheet (NAVEDTRA 1510/4 (03-94) for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet. • Use only scannable answer sheets provided—reproductions will not work with NETPDTC scanning equipment and cannot be processed. If we receive incorrect answer sheets, they will be returned to you together with the correct scannable answer sheets • Contact NETPDTC for additional answer sheets.

Grading Course Assignments	<p>You must be enrolled with NETPDTC (in the course to be graded). Following enrollment, there are two ways of having your assignment answer sheets graded:</p> <ol style="list-style-type: none"> 1. Via the Internet (preferred method). Advantages to Internet grading are: <ul style="list-style-type: none"> • Answers may be submitted as soon as an assignment is completed. • Results are available instantly. • In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have successfully completed all the assignments. To submit assignment answers via the Internet, go to: http://courses.cnet.navy.mil, log in, then select "Submit Answers" from the "Student Services" menu. 2. Via U.S. Mail. <ul style="list-style-type: none"> • Send ALL your scannable answer sheets for assignments in at one time. Do NOT submit individual answer sheets for grading. Mail all your scannable answer sheets in one envelope to: <p style="text-align: center;">COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000</p> • Once your answer sheets have been graded, they will not be returned. • (Naval Reserve Students Only) In conjunction with earning retirement point completion, Naval Reserve students may submit answer sheets grouped by unit or by course.
Credit for Course Completion	<ul style="list-style-type: none"> • To satisfactorily complete a course, you must achieve an overall course grade of at least 3.2. Overall course grades are calculated by averaging your individual assignment grades. • You will receive a completion confirmation from NETPDTC for achieving a passing grade
Failed Assignments	<ul style="list-style-type: none"> • If your overall course score is 3.2 or higher, you will pass the course and will not be required to rework failed assignments. Once all your assignments have been graded, you will receive course completion confirmation. • If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. However, if you receive less than a 3.2 on any assignment and your overall courses grade is 3.2 or greater, you will not have to resubmit any assignment. Wait until you complete the course or unit before you resubmit an assignment because you may resubmit failed assignments only once. <p>NOTE: Failed assignments will not be returned to you under any circumstances.</p>
Resubmitting Failed Assignments	<ul style="list-style-type: none"> • The maximum score for resubmitted (failed) assignments is 3.2. • You are limited to only one resubmission for each failed assignment. If your resubmission does not result in an overall course grade of 3.2 or higher, you will be disenrolled from the course due to course failure. • <u>Do not</u> resubmit failed assignments if your overall course grade is at least 3.2. • You must complete a course in 12 months, including the time required to resubmit failed assignments.

Disenrollment	<p>You will be disenrolled from a course for the following reasons:</p> <ul style="list-style-type: none"> • Failure to submit all course assignments within 12 months of the date of enrollment (including resubmission of failed assignments). • Not receiving an overall grade of 3.2 or higher after all failed assignments have been resubmitted.
Reenrollment	<p>Once you are disenrolled, you may not reenroll in that course for a period of 6 months following the date of your disenrollment.</p> <p>If you are eligible to enroll in a course for the second time, you must contact us prior to reenrollment. (See "Contact Us" on the main menu)</p>
Replacing Lost Courses	<p>You may replace lost courses by one of the following methods:</p> <ul style="list-style-type: none"> • Download and print course materials from the Navy Advancement Center web site: http://www.advancement.cnet.navy.mil/ • A letter from your command requesting that NETPDTC replace the lost course materials.
Naval Reserve Students Only Retirement Points and Anniversary Dates	<ul style="list-style-type: none"> • Naval Reserve students may earn retirement points for successful course completion if authorized under current directives governing retirement of Naval Reserve personnel. The Catalog of Nonresident Training Courses (NAVEDTRA 12061) lists retirement points earned for each course. • NETPDTC reports retirement points earned by Reserve students to the Naval Reserve Personnel Center (NRPC) on a monthly basis. • Reserve students should be aware of their Reserve Anniversary Date. For information about anniversary dates, contact NRPC at: (800) 535-2699.
NOTES	<p>1: Do not submit reproduced copies of assignment answer sheets; they won't work in our scanner. Contact NETPDTC for additional answer sheets.</p> <p>2: You cannot have your course assignments graded by NETPDTC (either with answer sheets or on our Web site) unless you are enrolled in that course at NETPDTC.</p>